

WORK CHECKLIST

Pre Hurricane season

- ☐ ID Safe Haven in general direction of DFW
- ☐ Check Insurance
- ☐ Pre pack important documents
- ☐ **Stage Uniforms/Gear list at work if going TAD/Leave**
- ☐ Pre stage items (children's/Adult clothing) at save haven (if relative or friend)
- ☐ Ensure combos up to date in command center
- ☐ Ensure recall roster up to date in command center
- ☐ UPDATE ACCOUNTABILITY DATABASE WEEKLY
- ☐ Identify G2 Remain Behind Element (RBE) personnel

96 hrs out

- ☐ Reservations at safe haven
- ☐ Begin collecting items for evac
- ☐ Sweep of spaces for classified
- ☐ Prep office for wind/water damage
- ☐ Review/update recall roster
- ☐ Prep office admin box

72 hrs out

- ☐ Move furniture from offices exposed to windows
- ☐ Stage equipment in common areas
- ☐ Plastic bag electronic equipment
- ☐ Pack hurricane box

The following items are **DIRECTED** items for hurricane evacuation:
If TAD/Leave They will be packed and staged for transport by
designated G2 Personnel.

- ☐ Laptop (or Desktop computer if directed)
- ☐ Computer peripherals*
- ☐ Files and folders*
- ☐ Basic admin supplies*
- ☐ Binders*
- ☐ Uniforms
 - o 1x Charlie Uniform
 - o 1x MARPAT Woodland Cammies
 - o 1x MARPAT Desert Cammies
 - o 1x Boots (ICB)
 - o Covers (woodland and desert)
 - o 2x Socks
 - o Boot Bands
 - o 2x Underwear
 - o 3x Green undershirts

WORK CHECKLIST

- 1 set Green on Green PT gear
- PT shoes
- Rank insignia
- DoD ID Card
- Government Charge Card
- Civilian Passport / Official Passport (if applicable)
- Recall roster
- Hygiene Gear
- 782 gear if applicable - **optional**
- Rifle/pistol cards / cleaning gear
- Dog tags
- Gore-Tex

*** as required by individual**

The following items are recommended:

- ☐ Personal binders
- ☐ Personal files
- ☐ Thumb drive